



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Staff Services Manager I

Monthly Salary: \$5,079 - \$6,127

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-4800-014

Refer to Job ID#10-ADM-FO

Final Filing Date: August 28, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the general direction of the Chief of Financial Operations, Rate Development and Contracts, the incumbent acts as the Financial Operations/Contracts Manager for the HealthCare Reform – Pre-Existing Condition Insurance Plan (PCIP) and provides special assistance to Executive Staff and management on all fiscal matters, and provides a broad range of administrative and technical services to program staff. In the supervision of staff, provides direction and support to maintain the fiscal integrity and contractual continuity of PCIP.

Overall Management: Analyzes workflow and identifies areas requiring modification and streamlining; ensures that subordinate employees are committed to excellent customer service and continuous improvement; develops and implements a status report system so that customers are aware of the status of their requests; solicits feedback regarding the HealthCare Reform implementation functions and addresses weaknesses identified.

Desirable Qualifications: Demonstrated experience with State and Federal Accounting and Reporting; working knowledge of the accounting process; ability to analyze data, draw sound conclusions, and present ideas and information effectively, both verbally and in writing; experience working with control agencies; proficiency with Microsoft Office products, particularly Excel and Word.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

Special Requirements: This position is required to file a Form 700 under the Board's Conflict of Interest code.

Other Expectations: Demonstrates commitment to performing duties in a service-oriented manner. Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-ADM-FO and Position # 443-600-4800-014 and the basis for appointment eligibility. For list candidates, attach your examination results **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 28, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.